



# Lewis County Employment Opportunity

Department: Public Health & Social Services | Position: Customer Service Representative

Who May Apply: Any Qualified Applicant – Teamster Union members have preference

Employment Status: Regular Full-Time

Salary Range: Grade 15: \$2,901 - \$3,050 (DOQ)

Full Salary Range: Grade 15: \$2,901 - \$3,904/mo.

Posting Opens: July 25, 2016

Posting Closes: August 9, 2016 at 4:00 p.m.

## DEPARTMENT / OFFICE

This position is with the Public Health & Social Services Department, Environmental Services Division at 2025 NE Kresky, Chehalis, WA

## POSITION SUMMARY

Under the close supervision of the Environmental Services Supervisor.

This position provides customer service in environmental services. Some duties include assisting customers by responding to public inquiries regarding departmental programs, services, policies, processes, and procedures. Other duties include providing information and assistance with applications and government forms; records, files and distributes paperwork; maintains records and document logs; processes transactions and generates statistical reports; and maintains absolute confidentiality of work-related issues, personnel records, and County information.

This position works with personnel in Code Compliance and Environmental Health programs and will compile information and explain county policies and procedures to the public, as well as respond to complaints and requests for records.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs)

Application packets may be requested by calling 360-740-1148. Please note: there may not be sufficient time for the packet to be mailed and returned by the screening date.

All application materials must be received in the Public Health & Social Services Department. Late applications will not be accepted. Application materials may be emailed to [sandi.andrus@lewiscountywa.gov](mailto:sandi.andrus@lewiscountywa.gov) or faxed to 360-740-1145 providing a signed hard copy follows within 5 business days. If following the online application process no hard copies need to be mailed.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

## APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

**Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Supplemental Questionnaire
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume

## MINIMUM REQUIREMENTS

- ▶ High School Diploma or G.E.D. equivalent AND two years customer service and/or general office experience
- ▶ Valid Driver's License
- ▶ Proof of eligibility to work in the United States
- ▶ Ability to speak, read, and write the English language effectively.

**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

**Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at 360-740-1408 or 740-1480 TTY.**

*Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.*